Recovery Act Recipient Reporting on FederalReporting.gov

Prime Contractors

September 2009

Outline of Presentation

- Basic Background on Recovery Act

- OMB Reporting Requirements

- Jobs Guidance

- Review of Excel Sheet

Overview

On February 17, 2009, President Obama signed the **American Recovery and Reinvestment Act**, along with an Executive Order establishing the Economic Recovery Advisory Board

Main Purpose: Stimulate the economy; create & retain jobs!

Recovery Act Purpose

- Preserve and create jobs and promote economic recovery
- Assist those most impacted by the recession
- Spur technological advances in science and health via investment
- Generate long-term economic benefits via investment
- Stabilize state and local government budgets

Principles

- As quickly as possible
- Prudent management

DOE Goals

- Promote energy efficiency
- Deploy renewable power
- Modernize the Grid
- Reduce oil consumption
- Restore America's scientific leadership
- Reduce legacy environmental footprint
- Reduce greenhouse gas emissions

Principles

Four-pronged accountability mechanism:
- Planning
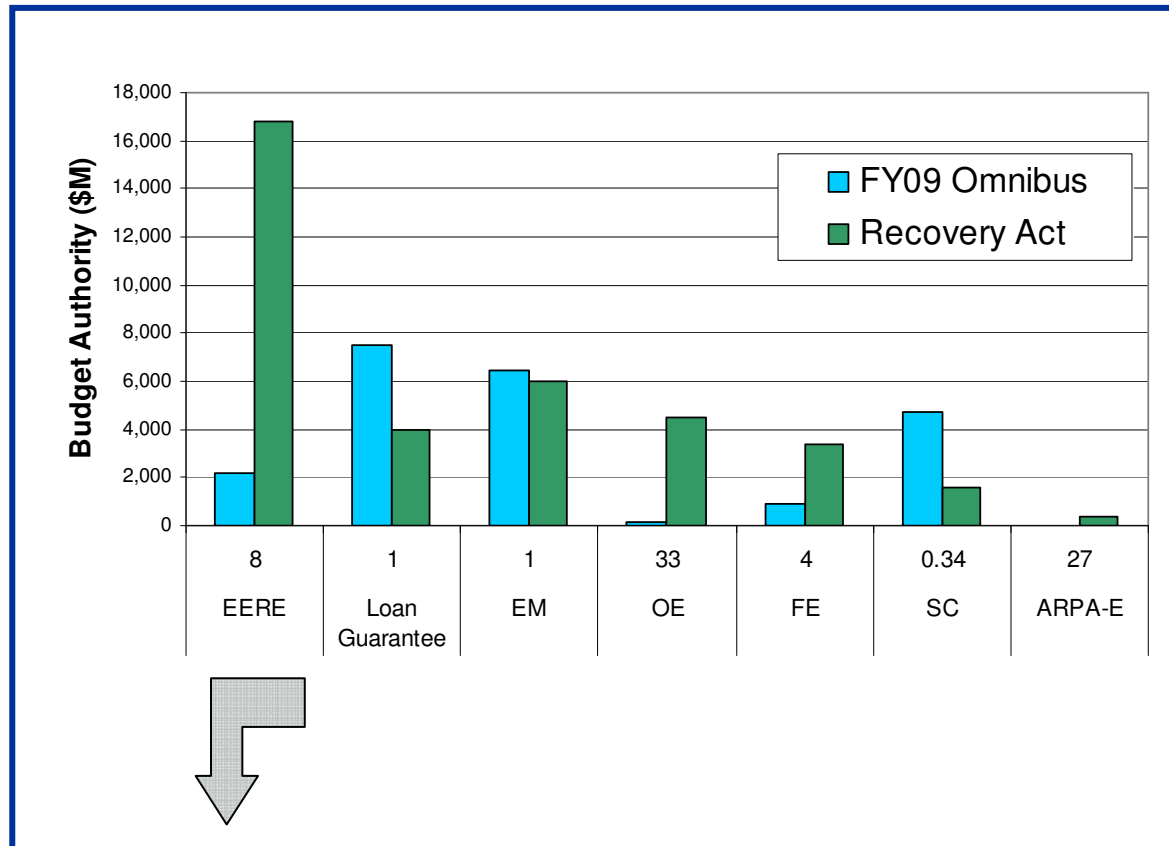- Processes
- Verification
- Management

DOE Funding From the Act

Appropriations

- Total: $43B
- $32.3B: Appropriation
- $4B: Loan Subsidy
- $6.5B: Borrowing

Major Initiatives

- Weatherization of Low Income Housing ($5B)
- Battery Manufacturing ($2B)
- Environmental Cleanup ($6B)
- Smart Grid Technologies ($4.5B)
- Clean Coal Initiatives ($3.4B)
- National Lab Infrastructure Improvements ($1.3B)
- Loans to Commercialize Innovative Energy Technologies ($4B/+$40B face value)
- New/Upgraded Electric Power Transmission Lines and Related Facilities ($6.5B)

Budget Authority ($M)

Legend: FY09 Omnibus, Recovery Act

Multiplier	8	1	1	33	4	0.34	27
Category	EERE	Loan Guarantee	EM	OE	FE	SC	ARPA-E

Multiplier reflects degree difference of Recovery funding over 2009 appropriation.

FederalReporting.gov Reporting Requirements

What's Required:

- Recipients to report select financial and jobs information into an OMB-managed database (FederalReporting.gov)

- Registration can be completed now

- Reporting can be submitted 1 to 10 days after the end of every fiscal quarter. Recipients who forget to report by the 10th can still register and report, though it is unclear how FederalReporting.gov would manage the information.

- Days 11 -21 are available for Recipients to review and edit the data loaded by the 10th.

- If initial funds were obligated in FY2009, Recipients must report by October 10 and thereafter through completion of the project. Recipients awarded in Q1 2010 (October 1 – December 31, 2009), will be required to report beginning in January 2010.

Helping Recipients:

- Agencies are expected to help recipients comply with these reporting requirements.

- DOE Recovery Clearinghouse (https://recoveryclearinghouse.energy.gov or 1-888-363-7289) is DOE's POC for answering questions about reporting requirements.

No Exemptions:

- FederalReporting.gov reporting requirements does NOT exempt a recipient from DOE reporting requirements or any other reporting requirements. Questions concerning reporting requirements should be directed to your contracting officer.

DOE Recovery Site: Recipient and Contractor Reporting Guidance –
http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm

DOE Resources for Recipients

What can Be Found on the DOE Website
   http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm?

- This presentation

- A spreadsheet with awardee name, award/contract number, project value/description, CFDA code (for grantees), CFDA description, DUNS number, total awarded/obligation.

- Instructions on how to fill-out web-based version of FederalReporting.gov

- DOE's guidance for recipients who want to report jobs created/retained using a statistical methodology instead of actual jobs count.

- Contact information for the DOE Clearinghouse.

3 Alternative Ways to Report

- Online reporting system
  - Notional screenshots are available on DOE Recovery site

- Upload Excel document
  - Template available for download on FederalReporting.gov
  - Will be reviewed during this presentation
  - Can test upload on FederalReporting.gov now

- XML Schema
  - Details available on FederalReporting.gov

As a Prime Contractor what do I need to report?

- Data related to Prime Contractor
- Select Data related to Sub-Contractors
  - Reporting cannot be delegated to subs
  - **Sub job counts are NOT to be reported in FederalReporting.gov**

Prime Contractor: A non-federal organization that has entered into a mutually binding legal agreement (i.e., contract) with DOE that requires the prime contractor to provide services and/or supplies. For the purpose of these supplemental instructions, the contract should be funded directly by Recovery Act funds.

- Jobs Guidance
  - Actual Jobs must be reported
  - Reported as FTEs
  - Direct jobs only
  - Jobs Saved and Retained reported as a single number

OMB Definition: Full-Time Equivalent (FTE)

The estimate of the number of jobs required by the Recovery Act should be expressed as "full-time equivalents" (FTE), which is calculated as total hours worked in jobs created or retained divided by the number of hours in a full-time schedule, as defined by the recipient. The FTE estimates must be reported cumulatively each calendar quarter.

OMB requires recipients to report on a range of data elements

Prime Contractors are responsible for accurate data, including the number of Prime Contractor jobs created and the amount of Recovery money spent.

Select OMB Data Elements	Simple Definitions
Amount of Award	Total dollar amount of Recovery funds received by recipient from DOE for this project.
Award Number	The identifying number assigned by the awarding Federal Agency, such as the federal grant number or loan number.
Order Number	The DOE Recovery Act Project Identification Code should be entered here if available.
Total Federal Amount ARRA Funds Received/Invoiced	The amount of Recovery Act Funds invoiced by the federal contractor (cumulative.)
Total Number and Amount of Sub-awards	Total number of sub-awards issued. Total dollar amount of sub-awards paid to recipients during the past quarter.
Number of Jobs Created or Retained	The number of jobs created or retained as a result of the project. Prime Contractor jobs only, Sub-Contractor jobs are not to be included.
Description of Jobs Created or Retained	The labor categories, job titles, and/or general descriptions of work to be performed in newly created jobs.
Primary Place of Performance	Provide the location where the majority of the work and activities for the Recovery Act-funded project is being performed.
Top 5 Highly Compensated Officers	Names of the individuals who received the highest amount of compensation in the previous fiscal year if three conditions are met: $25 million, 80 percent of all revenues from federal government, no Federally-sponsored public reporting devise, such as SEC filings.

Registering on FederalReporting.Gov

- Registration includes personal Recipient and Organization information.

- More specific information can be found at
  http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm

**Recipients can and should register
in advance.**

**Hint: When registering, have the
Contract document available to help
complete data fields.**

Back Up Materials

Reporting can be completed in ten easy steps

The OMB website, http://www.FederalReporting.gov, allows Contractors to provide quarterly reports in a simple, step-wise system.

Registration

1 Personal Information **2** Organization Information

- Recommend that 35 days prior to reporting quarterly data, recipients register at: http://www.FederalReporting.gov.
- Registration includes entering personal Recipient and Organization information.

! Get Started Tip:
Registration opened August 17th.   Register early! The sooner, the better!

Reporting Process

3 Report Type **4** Report Information **5** Award Recipient Information **6** Project/ Award Information **7** Reporting Information **8** Project Information **9** Primary Place of Performance **10** Highly Compensated Officers
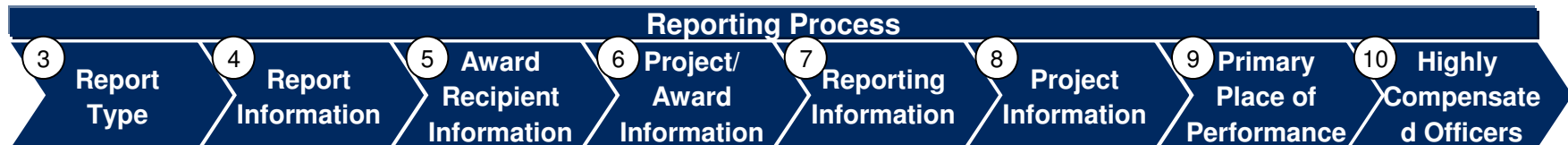
- Your Contract Document will help to complete reporting requirements.
- OMB has set-up help and guidance at: http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21-supp2.pdf.

http://www.whitehouse.gov/Recovery/WebinarTrainingMaterials.

! **Tip: Primary guidance for contractors is found at:** FAR 52.204-11

Definitions of Recipients

- **Prime Contractor** - A non-federal organization receiving Recovery Act that has entered into a mutually binding legal agreement (i.e., contract) with DOE that requires the prime contractor to provide services and/or supplies. The agreement should be subject to the FAR.

- **Sub-Contractor** - A non-federal organization spending Federal awards received from a prime contractor to carry out a Federal program – not a program beneficiary.

Jobs: Reporting Direct Jobs

WHAT'S A DIRECT JOB (reported)
Any job that is *directly funded* by Recovery Act on the contractor level.

- **Example:** The State of California receives a $300M award from DOE for Weatherization. The State hires five FTE to administer the program and distributes part of the remaining funds to contractors.

- The State will report job creation of 5 FTE, while each contractor will provide the total direct employment impact of their individual contract.

- Contractors should NOT report sub-contractor jobs in FTEs.

WHAT'S AN "INDIRECT" JOB (not reported)
Employment impact on materials suppliers and service providers.

- i.e., Home Depot hires more staff to handle weatherization suppliers.

•Employment impact on local community ("induced" jobs).

- i.e., A restaurant hires extra staff near a construction site as an indirect result of Recovery funds.

Employees who are not directly charged to Recovery Act activities, even if they provide indirect support.

- e.g., clerical/admin staff, review board staff members, departmental administrators.

Additional Questions Following this Webinar?

Please contact the DOE Recovery Clearinghouse

https://recoveryclearinghouse.energy.gov/contactUs.htm

1-888-363-7289